

# **Visa, registration and residency permit regulations**

## **Instructions for Fulbright U.S. fellows visiting Azerbaijan**

***May, 2013***

### ***1. How to process a visa***

You will be required to present the following documents to obtain a visa by Azerbaijani Embassy based in Washington DC or Consulate in Los-Angeles:

- **1 application-form**
- Double colored photos (3x4cm, in white background)
- your passport
- Invitation letter from receiving part (see below for explanation)
- Visa fee of 160 USD

The Embassy will be facilitating in issuance of MFA-supported visa invitation letter. The fellows are required to send the following documents and information to their respective U.S. Embassy contacts in Azerbaijan as earlier as possible:

- Scanned copy of the fellow's international passport and his/her dependents' (if any travelling to Azerbaijan during the grant period);
- Scanned copy of the dependents' passports (if travelling to Azerbaijan during the grant period)
- Information about where the fellow plans to apply for an Azerbaijani visa (country, city)

Attention! Visa is not granted if the expiration date for passports is less than 3 months. Issuance of MFA-supported visa invitation letters usually takes approximately one month, so, the fellows are requested to start the process and provide the Embassy with required documents in timely fashion. Here are the respective U.S. Embassy contacts: Sadagat Davudova, [davudovas@state.gov](mailto:davudovas@state.gov) for Fulbright U.S. Student and Scholar programs; Zulfiya Shirinova, [shirinovazk@state.gov](mailto:shirinovazk@state.gov) for Fulbright ETA program.

### ***2. Registration upon arrival in the country***

According to new law on the registration of foreigners, all foreigners register with the State Migration Service within three days of arriving in Azerbaijan. (The registration requirement previously applied only to visitors who intended to stay in Azerbaijan for at least 30 days.)

In order to register, visitors should submit

- a completed registration form,
- a copy of the biographic page of their passport,
- a copy of their visa

to the State Migration Service via email, mail, or in person. The e-mail address designated

by the State Migration Service is: [qeydiyyat@migration.gov.az](mailto:qeydiyyat@migration.gov.az). The required form (currently available in Azerbaijani only) is [available online](#). More information about the new registration process may be found at the website of the [State Migration Service of Azerbaijan](#).

Hotels may provide this service for their guests, but visitors staying in apartments or private residences will have to register by themselves. Each traveler is responsible for ensuring that the registration has been completed. The Fulbright fellows can address their questions to their U.S. Embassy contacts.

Failure to register, or to register in a timely manner, may result in a fine of between 300-400 AZN (approximately \$380-500). Travelers may be denied permission to depart Azerbaijan until the fine is paid and they have secured an exit permit from the State Migration Service. It is not possible to pay the fine at Heydar Aliyev International Airport or any other border crossing.

We strongly recommend that U.S. citizens traveling to or residing in Azerbaijan enroll in the Department of State's Smart Traveler Enrollment Program (STEP) at [www.Travel.State.Gov](http://www.Travel.State.Gov). STEP enrollment gives you the latest security updates and makes it easier for the U.S. embassy or nearest U.S. consulate to contact you in an emergency. If you do not have Internet access, enroll directly with the U.S. embassy or consulate.

Regularly monitor the State Department's website, where you can find current Travel Warnings, Travel Alerts, and the Worldwide Caution. Read the Country Specific Information for Azerbaijan. For additional information, refer to "A Safe Trip Abroad" on the State Department's website: [http://travel.state.gov/travel/tips/safety/safety\\_1747.html](http://travel.state.gov/travel/tips/safety/safety_1747.html)

Contact the U.S. Embassy for up-to-date information on travel restrictions. You can also call 1-888-407-4747 toll-free in the United States and Canada or 1-202-501-4444 from other countries. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays). Follow us on Twitter and Facebook. Download our free Smart Traveler iPhone App, via the [iTunes store](#) or [Google Play](#) for Android users, to have travel information at your fingertips.

The U.S. Embassy in Baku has duty personnel who are available for emergency American Citizen Services 24 hours a day and on weekends and holidays. However, the duty officer has little ability to resolve problems with the State Migration Service on the spot, especially if it happens after normal business hours. If a U.S. citizen or U.S. traveler requires emergency assistance after hours, please call the U.S. Embassy in Baku at (+994 12) 498-0335/6/7.

### ***3. Residency permit***

The fellows will be issued a one-year multiple entry visa with 90 days of duration of stay. According to the visa regulations of Azerbaijan Republic, the duration of visa for any type of visa cannot exceed 90 days. Therefore, all foreigners who plan to stay in Azerbaijan more than 90

days will be required to obtain residency permit. The fellows are required to make sure to apply to State Migration Service (SMS) within first two months of their staying. The following documents are required to submit to SMS to obtain temporary residency permit card:

<http://migration.gov.az/index.php?section=012&subsection=065&lang=en&pageid=411>

- application form (see below the annex) to grant temporary residence permission - 1 pcs;
- a copy of passport;
- letter from the U.S. Embassy or from the host university;
- Foreigner's health certificate as well as the medical certificate about not being infected by any of contagious diseases (Human immunodeficiency virus (HIV) infection, Hepatitis B and C viruses); (address to Diagnostic Centre located in 3166 Tbilisi Avenue, Baku or International Medical Centre located in 11 "B" A.Molla Juma str., Narimanov district, Baku)
- 2 photos (3x4cm), against red background;
- notarized written consent of children aged 14-17;
- notarized copy of the lease agreement and copy of the document ensuring the property right of the apartment (those will be provided by a landlord)
- notarized application of the person who provides the citizen with the place of residence (also provided by a landlord)
- notarized copy of the identity card of the person who provides the citizen with the place of residence; (provided by a landlord)
- Receipt on residency permit fee from any branch of Kapital Bank (120 AZN for a year-long card) (should be submitted upon receiving the card).



Application form

**NOTE:** Family dependents will go through the same procedures and will be required to submit separate applications to SMS. Fellows who plan to bring their families are required to bring the original marriage certificates and original birth certificates of their children. In addition, the certificates must be apostiled in order to get them notarized in Azerbaijan before applying to SMS. Marriage and birth certificates without apostile will not be notarized by official notary offices.